

**SUMMARY OF THE
FIELD ACTIVITIES COMMITTEE MEETING
MARCH 16, 2000**

The Field Activities Committees of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Thursday, March 16, 2000, from 1 to 3 p.m. Eastern Standard Time (EST). The meeting was led by Committee chair, Dan Bivins the U.S. Environmental Protection Agency. A list of action items is given in Attachment A. A list of participants is given in Attachment B.

INTRODUCTIONS

Dan Bivins opened the meeting at 1 p.m. Dan introduced Mr. Norm Morrow of Exxon Corp. Mr. Morrow was substituting for Mr. John Dege of Dupont for this meeting only. Dan will recommend to the Board of Directors that Mr. Dege be appointed to fill the gap created when Mr. Burrows resigned his membership on the committee. Mr. Dege would represent both Dupont and the Chemical Manufacturers Association. Dan described Mr. Dege's qualifications and pointed out his experience with EPA air methods and monitoring.

DISCUSSION TOPICS

Terms of Service for Committee Members

Dan Bivins described that an updated directory of Field Activities committee members was sent to Lisa Doucet of EPA but that we still had time to update again prior to April 27th. It was suggested that staggered terms be instituted to provide overlap and continuity. Mr. Darley and Ms. Crumbling each said they would be willing to serve 2 or 3 years. Each Field Activities committee member should think about terms of service. Dr. Simmons said that he could serve the full 5 years. The preference for service would be that 2 people would be rotating every year. Dan would remind committee members to respond with their term of service on the committee.

Board of Directors Meeting

Dr. Bart Simmons and Dan Bivins participated in discussions on topics with the Board of Directors on a teleconference call on March 9, 2000. Dr. Simmons described the draft General Sampling Standard and his approach of using the international laboratory standard ISO 17025 as his guide. The board agreed with his approach and supports proceeding with this standard to be presented at the annual meeting for voting. Dan Bivins described to the board the status of the draft Measurement of Source Emissions Standard (MSE) and issues related to the same. Dan described formation of the subcommittee, its members, its charge, and how the committee desires to solicit comments from as many stakeholders as possible. Dan suggested that he meet again with the board in May to report on the status of the MSE standard. The board agreed to meet with him in May.

Charge to Measurement of Source Emissions Subcommittee

Dan Bivins described the written charge that was sent to the MSE subcommittee that describes their commission and direction. Dr. Simmons suggested that several items be added to the list of charges; checklists, guidance documents, and training materials. Dan will add these to the written charge.

Measurement of Source Emissions standard - Status report

Dan Bivins described how the subcommittee has responded with comments and that those comments were discussed on a recent telephone conference call. Dan described how the next draft of the MSE standard would be available on March 20th but would not include all of the subcommittee's comments because of time constraints. Dan also described how the subcommittee should have a draft ready for posting on the NELAC website by April 27th in order to meet the deadline if the draft standard was to be submitted to a vote at the annual meeting.

General Sampling Standard - comments

Dr. Simmons will send a draft of the General Sampling Standard to Mr. Joe Slayton of the Quality Systems Standing Committee for his committee to review and comment. Mr. Peter Law brought up the issue of a lab that does work for a client where the client has its own sampling plan and if the lab should be responsible for this plan if ISO 17025 requires it. Other minor comments were discussed. Dr. Simmons will draft another version of the General Sampling Standard taking into account comments received to date and will prepare an introduction to the Field Activities Chapter prior to the next committee meeting.

NEXT MEETING

The next meeting of the committee by teleconference is scheduled for Thursday, April 13, 2000, from 1 to 3 p.m. EST. The call-in number and agenda will be sent to committee members.

ACTION ITEMS
FIELD MEASUREMENTS AND FIELD ACTIVITIES COMMITTEES JOINT MEETING
MARCH 16, 2000

| Item No. | Action | Date to be Completed |
|-----------------|-------------------------------------------------------------------------------------------------|-----------------------------|
| 1. | Recommend appointment of John Dege to Board (Dan Bivins) | Done |
| 2. | Draft Introduction to NELAC Field Activities Standards, Chapter 7 (Bart Simmons) | April 13 |
| 3. | Revise draft General Sampling Standard and distribute (Bart Simmons) | April 13 |
| 4. | Complete terms of committee members (Dan Bivins) | April 13 |
| 5. | Distribute revised draft Measurement of Source Emissions standard | March 20 |
| 6. | Send draft General Sampling Standard to Joe Slayton for review by the Quality Systems Committee | Done |
| | | |
| Parking Lot | Draft Guidance Document and checklists for Measurement of Source Emissions (Sub-committee) | |

**PARTICIPANTS
FIELD ACTIVITIES COMMITTEE MEETING
MARCH 16, 2000**

| NAME | AFFILIATION | PHONE, FAX, AND E-MAIL |
|---------------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------|
| BIVINS, DANIEL (CHAIR) | USEPA/OAR | T: (919) 541-5244 F: (919) 541-1039 E: BIVINS.DAN@EPA.GOV |
| SIMMONS, BARTON | CA EPA | T: (510) 540 - 3003 F: (510) 540 - 2305 E: BSIMMONS@DTSC.CA.GOV |
| DEGE, JOHN (INVITED GUEST) | .DUPONT/CHEMICAL MANUFACTURERS ASSOC. | T: (302) 773-0900 F: (302) 774-1361 E: JOHN.A.DEGE@USA.DUPONT.COM |
| CRUMBLING, DEANA | USEPA/TECH. INNOVATION OFFICE | T: (703) 603 - 0643 F: (703) 603 - 9135 E: CRUMBLING.DEANA@EPA.GOV |
| DARLEY, ROBERT | US NAVY | T: (843) 764 - 7337 F: (843) 764 - 7360 E: DARLEYRE@NAVSEA.NAVY.MIL |
| DUNN, RICK | HACH COMPANY | T: (970) 669 - 3050 F: (970) 669 - 2932 E: RDUNN@HACH.COM |
| KEITH, LARRY | WPI | T: (540) 557 - 6095 F: (540) 557 - 6043 E: LARRY_KEITH@WPL.ORG |
| LAW, PETER | SEVERN TRENT LABORATORIES | T: (413) 572 - 4000 EXT. 101 F: (413) 572 - 3707 E: PLAW@STL-INC.COM |
| SANTINI, RONALD (ABSENT) | DUKE POWER COMPANY | T: (704) 875-5229 F: (704) 875-5032 E: RASANTIN@DUKE-ENERGY.COM |
| TINTLE, ANDREW | FL DEPT. OF ENVIRONMENTAL PROTECTION | T: (850) 921 - 9733 F: (850) 922 - 4614 E: TINTLE_A@DEP.STATE.FL.US |